TRANSFERRING iBooks

New students ~ Moving students

A. Students move from 1 MLTI school to another

1. Have **iBook** always **follow student** when they move to another school in Maine

STEPS:
a. Receiving school contact sending school to make arrangement.
b. School staff drop-off or pickup iBook
c. Go To ⟶ (*)

IF THOSE OPTIONS DO NOT WORK:
a. Sending school – transfer student's iBook through asset manager to DOE Buffer Pool and send iBook to Augusta DOE. (ex. Staff member traveling to Augusta)
b. Receiving school contact heather.hamlin@maine.gov to request an iBook for student.

B. New students from out of state/private/homeschool

1. If you have an extra "unassigned" iBook (not spares), use this iBook
2. If you don't have an "unassigned" iBook - contact Heather Hamlin, DOE to transfer one from Augusta.

(*) **What to do with iBook before transferring it to another school:**

1. Backup the Student's work
2. If student has a First Class account on middlemaine.org, use the WebAdmin System to move that student's account to the transfer area.
3. Change the ADMIN password back to the default ADMIN password for the iBooks. If additional software has been installed on this machine, you will want to remove your software for licensing purposes.
4. The person administering the online asset manager for your school (www.mainelti.com) must go online into your asset manager and transfer the specific machine to another school. Then a DOE Representative will approve the transfer, and the machine will be listed in the other school's asset manager. Steps to do this:

   a. Click on the machine (asset tag #) that is being transferred
   b. Then click on "Transfer iBook to Another School"
   c. Select the appropriate school from the drop down menu
   d. Add any comments if necessary
   e. Click "Submit/Request Transfer"